

Communicating with the Commission

Mail

1313 Navaho Drive
Post Office Box 17100
Raleigh, North Carolina 276 19-7100

Fax (Area Code 919)

Admin 877-4217 Ed. & Lic..... 877-4216
Audits/Inves. . . 877-4218 Legal Services . 877-4220
Records 877-4221

Telephone

919/875-3700

You will receive more prompt service if you use this directory when calling the Commission. If the automated telephone attendant answers your call, you may access the section or division shown in the "Access Code" column by dialing on your touchtone phone the number shown parenthetically ().

Subject	Access Codes
• Application form requests	Receptionist (0)
• Real estate license renewals and record changes	Records Section (1)
• Complaints and legal matters (Consumer complaints/inquiries, pending cases/hearings)	Legal Services Division (2)
• Education matters	Education Section (3)
• Real estate license qualifications and examinations	Application Section (4)
• Real estate firm licensing and licensing by reinstatement or reciprocity	Licensing Section (5)
• Complaint investigations and audits	Audits and Investigations Division (6)
• Administration, personnel matters and accounting	Administration Division (7)
• Other matters	Receptionist (0)

Interactive Voice Response

To retrieve licensee data (license status, CE credits, broker-in-charge information, etc.) from the Interactive Voice Response (IVR) system, use a touchtone phone to dial (919) 850-2753.

Internet

"Visit" the Commission on-line at **Web Site:** www.ncrec.state.nc.us - your easy access to Commission information. The Internet brings to your computer screen licensing information including the License Law, Commission Rules, Trust Account Guidelines, State Fair Housing Act, general information and guides, sample forms and real estate licensing forms. Also, exam schedules and review dates as well as Commission publications including the *Bulletin* (and index of *Bulletin* articles), *CE Schedule*, Commission brochure and the complete *Question and Answer* Series.

E-Mail

• Executive exec@ncrec.state.nc.us
• Administration admin@ncrec.state.nc.us
• Education & Licensing educ@ncrec.state.nc.us
• Audits & Investigations ai@ncrec.state.nc.us
• Legal Services legal@ncrec.state.nc.us
• Records records@ncrec.state.nc.us

Fax-on-Demand

The following documents are available from the various Commission Divisions/Sections by dialing on your touchtone phone (919) 850-2757.

Document #	Administration/Records
200	Request to Activate Broker or Salesman License, Notification of Salesman Supervision, Notification of Change of Broker's Business Address
210	Broker-in-Charge Declaration
220	Request for Reissuance of Real Estate License Certificate and/or Renewal Pocket Card
	Education/Licensing
300	Continuing Education Course Schedule
310	Publications Order Form
320	License Examination Schedule and License Examination Review Schedule
330	Basic Trust Account Procedures Course Schedule and Registration Form
340	Order Form for License Examination Candidate Roster/Order Form for Register of New Licensees
350	Verification of Salesman Experience
360	Request for Equivalent Education Credit
	Legal Services
400	Complaint Form
410	Criminal Conviction Reporting Form
420	Residential Property Disclosure Statement
430	Disclosure to Buyer From Seller's Agent or Subagent
	Other
500	1999 Commission Meeting Schedule
510	Request for Program Presenter

Here's a handy list of addresses for you to copy, clip and save for your ready-reference when communicating with the Commission.



Mail
1313 Navaho Drive
Post Office Box 17100
Raleigh, NC 27619-7100
Fax (Area Code 919)
Admin 877-4217
Audits/Inves. . . 877-4218
Ed. & Lic. 877-4216
Legal Ser. 877-4220
Records 877-4221



Interactive Voice Response
(919) 850-2753
Phone
919/875-3700



Web Site
www.ncrec.state.nc.us



Fax-on-Demand
919/850-2757



E-Mail
Exec. exec@ncrec.state.nc.us
Admin. admin@ncrec.state.nc.us
Ed. & Lic. educ@ncrec.state.nc.us
Audits & Inv. ai@ncrec.state.nc.us
Legal Ser. legal@ncrec.state.nc.us
Records ... records@ncrec.state.nc.us